


FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR JANUARY 27, 2010		

TO

Captain John Carr, Fire Department
 Mr. Ken Sands, Parking Authority
 Mr. Kirkland Gabriel, DOT TEC
 Ms. Valorie LaCour, DOT Planning
 Mr. John Thumbi, DOT Traffic
 Mr. Bill Beatty, Department of General Services
 Dr. Nollie P. Wood Jr., Mayor's Office
 Ms. Miriam Agrama, DHCD Plans Examining
 Mr. Geoff Veale, Zoning Administrator
 Mr. David Tanner, BMZA

DATE: 7 Feb 2010

In attendance were:

- Eric Tiso, Wolde Ararsa, Gary Letteron, Anthony Cataldo, for the Department of Planning;
- Capt John Carr for the Fire Department;
- Bill Beatty for the Department of General Services
- John Igwe and Milan Rai for HCD Plans Examining;
- Ken Sands for the Parking Authority; and
- Kirkland Gabriel, John Thumbi and Valorie LaCour for the Department of Transportation.

Agenda

1. 2300 Llewelyn Avenue – Rising Zion Baptist Church
2. 3208-12 Frederick Avenue – Charity Community Church of God – Multipurpose Neighborhood Center
3. 4501 North Charles Street – Loyola University Maryland Donnelly Hall Addition and Renovation

2300 Llewelyn Avenue – Rising Zion Baptist Church

Zoning: R-8

Plans Date: 20 Jan 2010

Block/Lot: 1503/064 & 065

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±9,900 sqft each for 2300 and 2301 Llewelyn Avenue

Gross Square Footage: ± 2,490 sqft net addition to church

In addition to Committee Members and Planning staff, in attendance was:

- Douglas Kennedy, KCW-ET; and
- Mark Tsitlik, KCW-ET

Project Summary:

Rising Zion Baptist Church is an existing 200-seat church located at 2300 Llewelyn Avenue. The church also owns the parcel to south at 2301 Llewelyn Avenue, which is currently used as a 28-space parking lot for the church. The church has purchased some surrounding properties located at 1408 & 1410 North Montford Avenue, 2303-07 Oliver Street, and 1439 Patterson Park Avenue. The church would now like to demolish a one-story portion of the building, and replace it with a two-story addition that will add 64 seats' capacity. This addition will also shift the adjacent parking spaces.

Comments & Issues:

- Plans/Permits Review:
 - The Fire Department recommends an egress plan and a life safety plan be developed for this site.
- Environmental/Landscaping:
 - Install four tree pits in the sidewalks with trees 25' to 35' on center. Plant ornamental varieties such as Red Buds or Dogwoods.
- Parking/Traffic:
 - The church has already purchased the properties at 1408 and 1410 North Montford Avenue. If they are successful in acquiring 1412 and 1414, they plan on increasing parking on those parcels as well. The committee does not object to using the 10' wide alley for directly accessing these parking spaces.
- Accessibility:
 - Add one additional handicapped parking space on the lot at 2301 Llewellyn Avenue.
 - The new church addition will include an elevator that will increase the building's accessibility.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - A parking variance will be requested from the BMZA to allow 33 parking spaces in lieu of the required 41 parking spaces.
 - BMZA Approval to modify the parking lot at 2301 Llewellyn Avenue will be required as that parking lot was established as a conditional use.
- Plan Adjustments/Missing Site Plan Elements:

- For the parking spaces on the eastern end of the 2300 Llewellyn Avenue property, the handicapped loading area hatchment was accidentally counted as a parking space, four are present vs. five as shown. Please adjust the layout to add the hatchment and reduce the count by one.
- Please refer to §10-308 and §10-309 of the Zoning Code for guidance on required screening of parking lots in residential areas, and lighting limitations. At a minimum, a screening element should be added along the south side of 2301 Llewellyn Avenue.
- The lone parking space at the west end of the 2300 Llewellyn Avenue property can be left as a standard parking space for general use.

Next Steps:

- Submit two complete sets of revised plans for final approval and stamp.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

3208-12 Frederick Avenue – Charity Community Church of God – Multipurpose Neighborhood Center

Zoning: B-3-2

Plans Date: 21 Jan 2010

Block/Lot: 2199-A/009, 010, 011, 012

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±38,775 sqft (±0.89 acres)

Gross Square Footage: ±22,714 additional floor area

In addition to Committee Members and Planning staff, in attendance was:

- Douglas Kennedy, KCW-ET;
- Mark Tsitlik, KCW-ET;
- Derrick Adams, Arel Architects; and
- Pastor Tyrone Thomas, Charity Community Church of God.

Project Summary:

This is a redevelopment project that proposes to raze the existing buildings on 3210-3214 Frederick Avenue, consolidate them with 3208 Frederick Avenue, and build a new 22,714 sqft community center building.

Comments & Issues:

- Plans/Permits Review:
 - The Fire Department recommends an egress plan and a life safety plan be developed for this site.
- Environmental/Landscaping:
 - Storm drains will run between the church and multi-purpose buildings to deliver runoff out of the alley space.
 - The committee inquired about the painted square in the southwest corner of the parking lot, and was interested in using this area as a planting bed. Applicants stated that this area needs to remain clear to allow for surface drainage. Please explore alternative options, such as a catchment area that will allow some or all of the flow to be absorbed.
- Parking/Traffic:
 - The rears of these properties have been used as an informal parking lot that is not paved with a hard surface.
 - The parking lot entrance as shown is very wide, built to industrial-scale for full-sized truck traffic. Consider narrowing these curb cuts.
 - Parking spaces are not dimensioned. Standard parking spaces should be 9' by 20' with 10' by 18' as an acceptable alternative.
 - Parking spaces in the group against the proposed building were incorrectly counted as eight parking spaces, revised to six handicapped parking spaces, as shown.
 - Frederick Avenue will be a bicycle major route, consider adding bicycle facilities either on the property or within the building.

- Consider lighting in the parking lot, but most importantly on the loading dock area and in the alleyway between buildings for security. Lighting should be focused down on the property, and must not project onto surrounding properties to minimize light pollution.
- Accessibility:
 - There will be rear double-doors leading to the parking lot from the stair/elevator area. This area needs to be ADA accessible with automatic doors. Ensure grades navigable, and any proposed curbs have sufficient ramps for access.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - The parking requirement will be determined by the BMZA in their public hearing. We recommend that you have the Fire Department capacity rating on hand for this determination. Contact Martin French in Planning for coordination on our agency report to the BMZA.
- Plan Adjustments/Missing Site Plan Elements:
 - Ensure that the proposed playlot is fenced, and show the fence line on the plans.
 - The existing dumpster will be maintained and shared on 3204 Frederick Avenue. Dumpsters should be placed on concrete pads with masonry enclosures and opaque gates (such as board-on-board).

Next Steps:

- Submit two complete sets of revised plans for final approval and stamp.

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4501 North Charles Street – Loyola University Maryland Donnelly Hall Addition and Renovation

Zoning: R-1

Plans Date: 27 Jan 2010

Block/Lot: 5027/001

Urban Renewal: None

Environmental: Baltimore City Green Building Standards

Historic: None

Total Site Area: ±30.143 Acres

Gross Square Footage: ±15,000 sqft addition

In addition to Committee Members and Planning staff, in attendance was:

- Tom Trosko, WBCM;
- Joan Flynn, Loyola University;
- Helen Schneider, Loyola University;
- Carol Macht, HCM; and
- Ann Powell, Ayers Saint Gross.

Project Summary:

This project is a four-story addition to the existing Donnelly Hall on the campus of Loyola University on the northeast corner of the intersection of North Charles Street and East Cold Spring Lane. This addition will have a formal entrance lobby, classrooms, science lab space, and offices.

Comments & Issues:

- Plans/Permits Review:
 - Please continue the floor plan detailing on the north side of the addition, and show the line of where the addition fits into the existing buildings to aid their review.
 - Please move the match line on the east end of the site further east, so the curb and entrance to the interior plaza are shown.
- Environmental/Landscaping:
 - Some site grading will be needed to accomplish this addition and associated pathways.
 - Some existing trees will be removed, but site landscaping will offset this loss. Coordinate with Gary Letteron in Planning with questions on Forest conservation requirements.
 - A new path and stairway is being added from the East Cold Spring Lane sidewalk to access the interior quad/plaza. This path is intended to replace an informal walking path students now take across the lawn as a shortcut. Addition of the path and stair will formalize this path, and lead to a safer connection.
 - The bus stop at the intersection of North Charles Street and East Cold Spring Lane will be enhanced to be more user-friendly to students. Permeable pavers will be added in the sidewalk, and will match the style and color of the campus pavers now in use.
 - Up-lighting of the building will be added at the Charles Street and East Cold Spring Lane, and bollard lights will be added along the new quad/plaza pathways to match the existing campus type.

- Parking/Traffic:
 - This addition will not expect to add to the existing occupant load of the campus, as it will allow for more functional space for the existing science department and faculty/staff.
 - Charles Street is a bicycle route. Please consider adding bicycle facilities to serve the new addition.
 - Contact Jessica Keller in the Department of Transportation to request a waiver of the Traffic Impact Study (TIS) requirement.
- Accessibility:
 - The new addition will provide an accessible entrance to the interior quad/plaza area, which is now only easily accessible from the Beatty Hall Parking lot to anyone along North Charles Street or East Cold Spring Lane.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - Appeal 692-09X was approved by the BMZA for a variance to the Floor Area Ratio (FAR) requirement.

Next Steps:

- Continue to work through UDARP review process.
- Submit two complete sets of revised plans for final approval and stamp.

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